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Form
completion
guide
ELDA software

Introduction

The following completion guide explains step by step how to put together a monthly contribution basis statement (mBGM) with the ELDA software, using a fictional example.

It is recommended that you have the corresponding ELDA software user interface [open](#) on your screen at the same time, to make it easier to follow the explanations. Additional documents you will need for the statement, such as the contribution-system table, can be found in the [collection of links](#) provided on the ELDA home page.

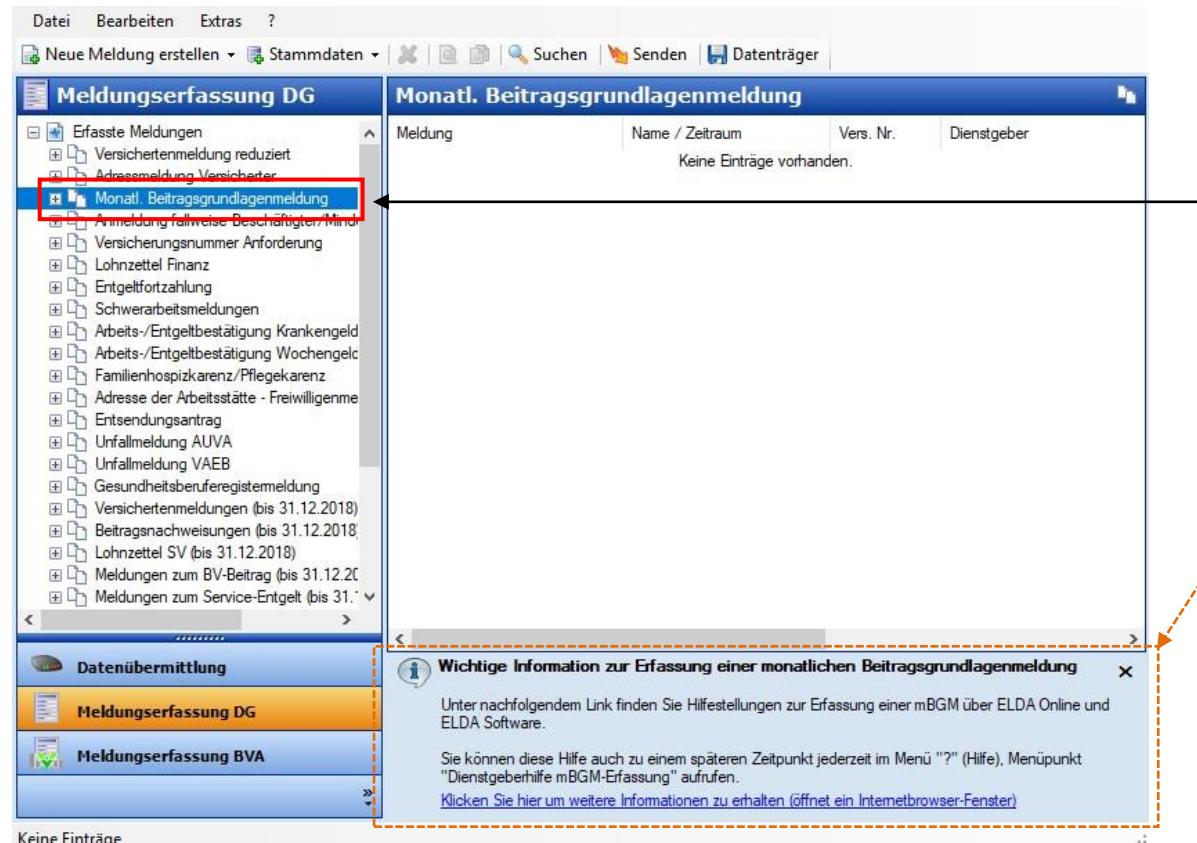
1 Example entry

The entries shown below are based on the following example case:

- fully insured worker
- self-assessment
- contribution period: January 2019
- obligation to pay into occupational pension scheme: yes
- Remuneration: EUR 1 400

2 Creating a monthly contribution basis statement in the ELDA software

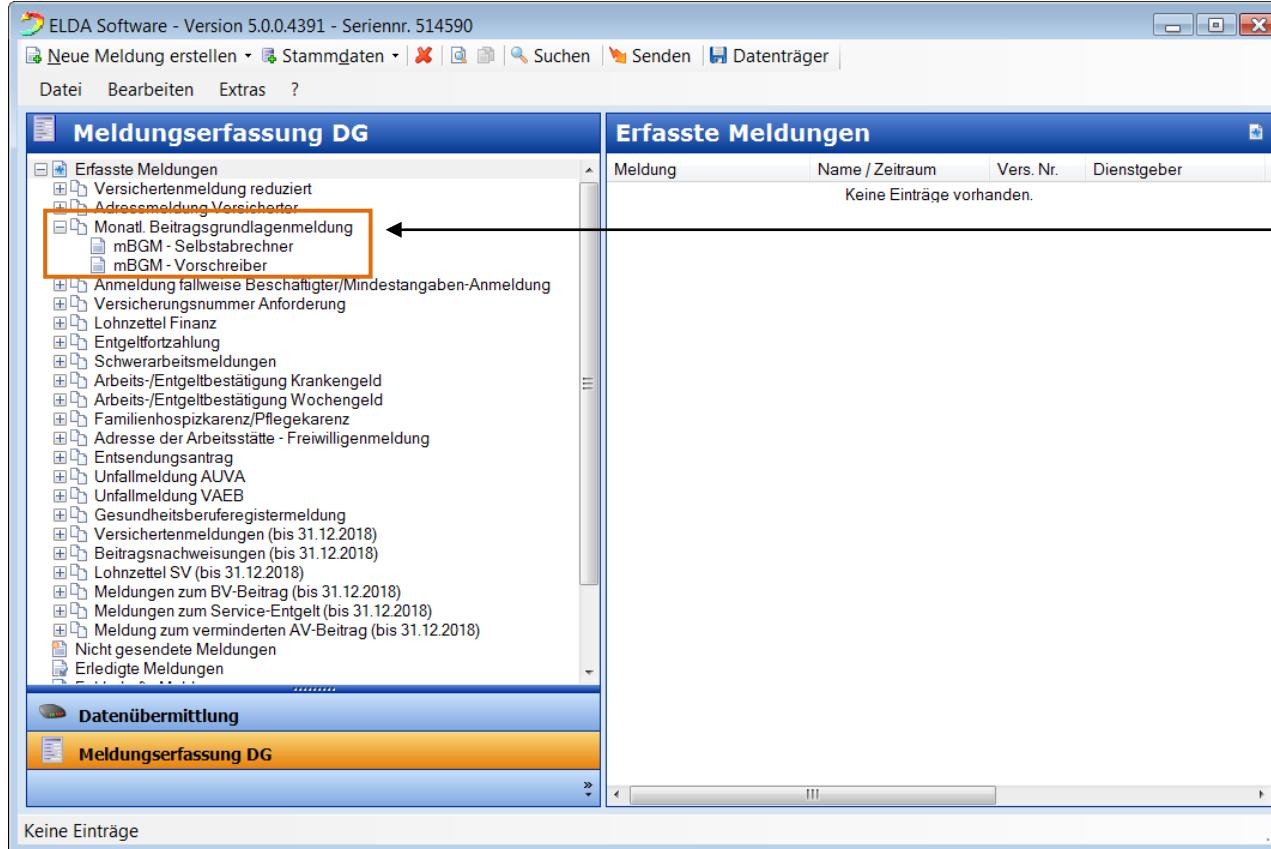
Employers can create relevant statements and submit them to ELDA using the [ELDA client software](#).



Select '*Monatliche Beitragsgrundlagenmeldung*' ('Monthly contribution basis statement')

Tip: important information about creating a monthly contribution basis statement can be found here ([link](#))

Screenshot: ELDA software



Expand the
'Monthly contribution basis
statement' list item to open the
creation options available for
selection.

2.1 Defining package data

The screenshot shows the 'mBGM - Selbstabrechner' software window. At the top, there are buttons for 'Speichern' (Save) and 'Abbrechen' (Cancel). Below that, the 'Dienstgeber' (Employer) is set to 'Test Test', 'zuständiger Versicherungsträger' (Responsible Insurer) is 'NÖ GKK (010135524)', and 'Ordnungsbegriff' (Ordering term) is selected. The 'Beitragszeitraum' (Contribution period) is set to '1 / 2019' (Month / Year). A checkbox for 'Jährliche Abrechnung für geringfügige Beschäftigung' (Annual statement for marginal employees) is checked. Below these, a table lists contributions with columns 'Name', 'Vers.Nr.', 'Art', and 'Betrag'. The first row has a value of '0,00'. At the bottom, the 'Gesamtsumme:' (Total amount) is also '0,00'. A large button labeled 'Hinzufügen' (Add) is highlighted with a black arrow pointing to it. To the right of the form, several descriptive text blocks are aligned with specific fields:

- Selection the employer data
- Specify the contribution period
- Select for annual statement for marginal employees
- NB: in the case of an annual statement for marginal employees, if an occupational pension scheme is involved, then the supplement of 2.5% of the contribution to that scheme must be included in the statement.
- The 'Hinzufügen' ('Add') button opens the input form

2.2 Entering employee data

The screenshot shows the 'Monatliche Beitragsgrundlagenmeldung - Selbstabrechner' (Monthly contribution base application - Self-reconciliation) window. It includes the following fields:

- Referenzwert:** Reference value input field.
- Art der Meldung:** Selection dropdown showing 'Selbstabrechner' (Self-reconciliation).
- Referenzwert der ursprünglichen Meldung:** Reference value of the original application input field.
- Familienname:** Surname input field.
- Vorname(n):** First name(s) input field.
- Versicherungsnummer:** Insurance number input field.
- oder Referenzwert der VSNR-Anforderung:** Reference value of the VSNR requirement input field.
- Verrechnungsgrundlage:** Selection dropdown showing 'SV-Verrechnung und BV-Verrechnung mit Zeit in der SV und BV' (SV and BV allocation with time in SV and BV).
- Summe der Beiträge:** Total contributions input field showing '0.00'.
- Tarife bearbeiten...**: Button to edit contributions.
- Dienstnehmervorlage...**: Button to select employee template.

Below the form, there are three callout boxes with arrows pointing to specific elements:

- Select the type of statement:** Points to the dropdown menu under 'Art der Meldung' which lists various self-reconciliation options.
- Select the assessment basis:** Points to the dropdown menu under 'Verrechnungsgrundlage' which lists various allocation methods.
- Option 1: Clicking on the button 'Dienstnehmervorlage'**: Points to the 'Dienstnehmervorlage...' button. Text below states: '('Employee template') opens an input form for selecting predefined standard cases'.
NB: further information and explanations regarding the employee templates can be found here (link)
- Option 2: Click on the 'Tarife bearbeiten'**: Points to the 'Tarife bearbeiten...' button. Text below states: '('Edit contributions') button to open the manual entry form'

2.3 Entering employee data using the employee template (option 1)

The screenshot shows the 'mBGM Dienstnehmervorlage - Selbstabrechner' dialog box. It contains three sections of radio button groups:

- mBGM für den Regelfall**:
 - Arbeiter vollversichert
 - Arbeiter mit Schlechtwetterentschädigung vollversichert
 - Arbeiter geringfügig beschäftigt
 - Arbeiterlehrling
- mBGM für fallweise Beschäftigte**:
 - Arbeiter geringfügig mit 1 Tag ohne BV und 1 Tag geringfügig, mit BV (erste Beschäftigung innerhalb von 12 Monaten beim Dienstgeber)
 - Arbeiter geringfügig mit mehreren Tagen, mit BV (Folgebeschäftigung beim selben Dienstgeber innerhalb 12 Monaten)
 - Arbeiter mit 1 Tag Vollversicherung, mit BV und 1 Tag geringfügig, mit BV
- mBGM für kürzer als ein Monat vereinbarte Beschäftigung**:
 - Arbeiter vollversichert
 - Arbeiter geringfügig beschäftigt

Below these sections are three contribution basis input fields:

- Beitragsgrundlage:
- Sonderzahlung
- Betriebliche Vorsorge

At the bottom are two buttons: **Abbrechen** (Cancel) and **Übernehmen** (Accept).

It is possible to select predefined employee templates for standard cases

NB: [further information and explanations regarding the employee templates can be found here \(link\)](#)

Select the corresponding standard template

Fill in the '*Beitragsgrundlage*' ('Contribution basis') field and, where appropriate, select the fields '*Sonderzahlung*' ('Special payment') and '*Betriebliche Vorsorge*' ('Occupational pension')

2.4 Entering employee data manually (option 2)

The screenshot shows the ELDA software interface with three main sections:

- Tarifblöcke:** Contains fields for "Art" and "Beschäftigengruppe". A red box highlights the green "Hinzufügen" (Add) button.
- Verrechnungsbasis:** Contains fields for "Verrechnungsbasis" and "Betrag". A red box highlights the green "Hinzufügen" (Add) button.
- Verrechnungspositionen:** Contains fields for "Verrechnungsposition", "Prozent", and "Betrag". A red box highlights the green "Hinzufügen" (Add) button.

At the top left, there is a toolbar with icons for "mBGM - Selbstabrechner", "Speichern" (Save), and "Abbrechen" (Cancel). At the top right, there are window control buttons for minimizing, maximizing, and closing.

Click on the '*Hinzufügen*' ('Add') button to enter contribution blocks.
A new window will open.

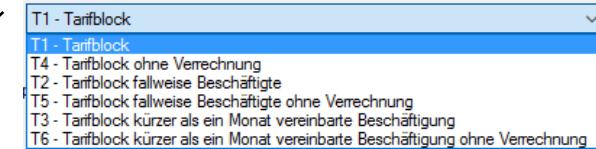
An input window opens to enter a contribution block.

Correct the start of the assessment period if required.

For example: if employment begins on the 5th day of the month, enter '05' in the field '*'Beginn der Verrechnung'* ('Start of the assessment period').

In the case of ongoing employment (e.g. employment began in the previous month), the '01' must not be changed.

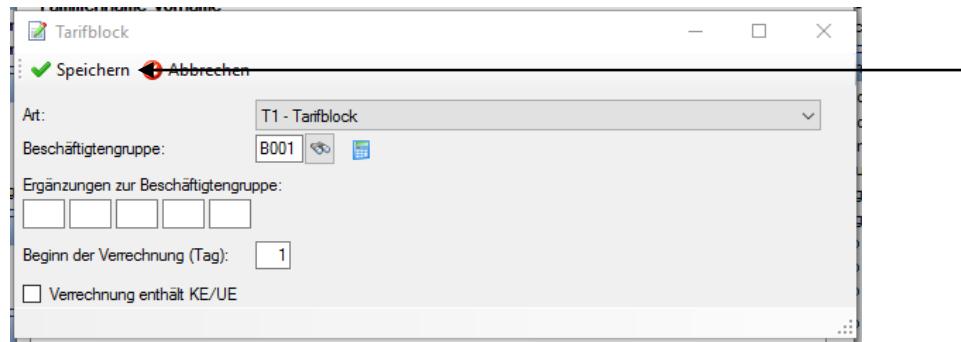
Select the type of contribution block:



NB: a list of all possible supplements and their descriptions can be found in the document '[Infos zu Ergänzungen](#)' ('Information on supplements') (collection of links).

Specify the employee group

Tip: use the search function for employee groups to make selection easier.



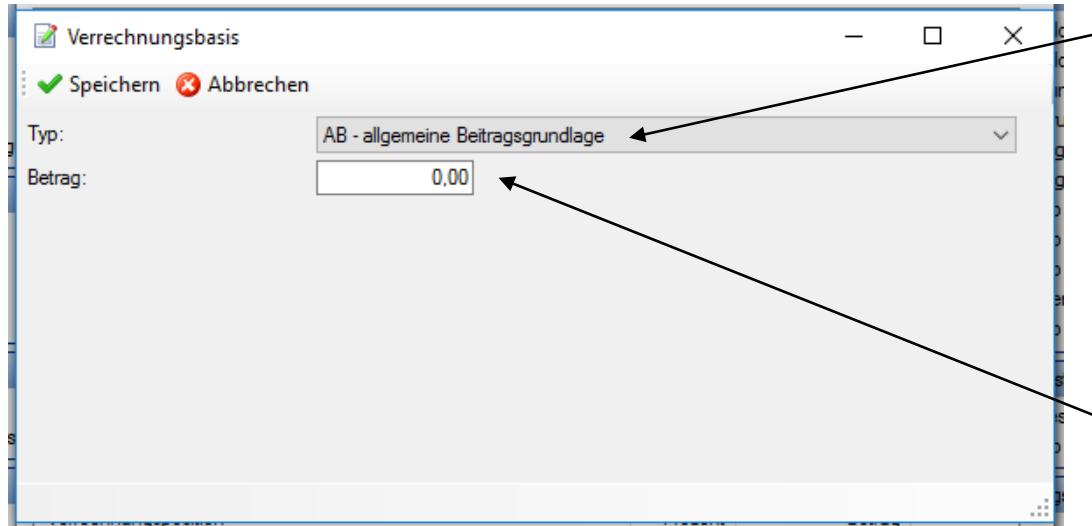
Complete the input by clicking on the '*Speichern*' ('Save') button.
The window will then close.

A screenshot of the "mBGM - Selbstabrechner" window. The top section shows a table for "Tarifblöcke" with one row selected: "T1 - Tarifblock (ab 1)" under "Art" and "B001 - Arb." under "Beschäftigtengruppe". Below this are three tabs: "Verrechnungsbasisen", "Verrechnungspositionen", and "Verrechnungspositionen". Each tab has a "Hinzufügen" (Add) button, followed by "Ändern" (Change) and "Löschen" (Delete) buttons.

After closing the input window for the contribution block, you
will be taken back to the mBGM window.

You can now enter a corresponding assessment basis for the
contribution block by clicking '*Hinzufügen*' ('Add').

An input window will open for entering the assessment basis:

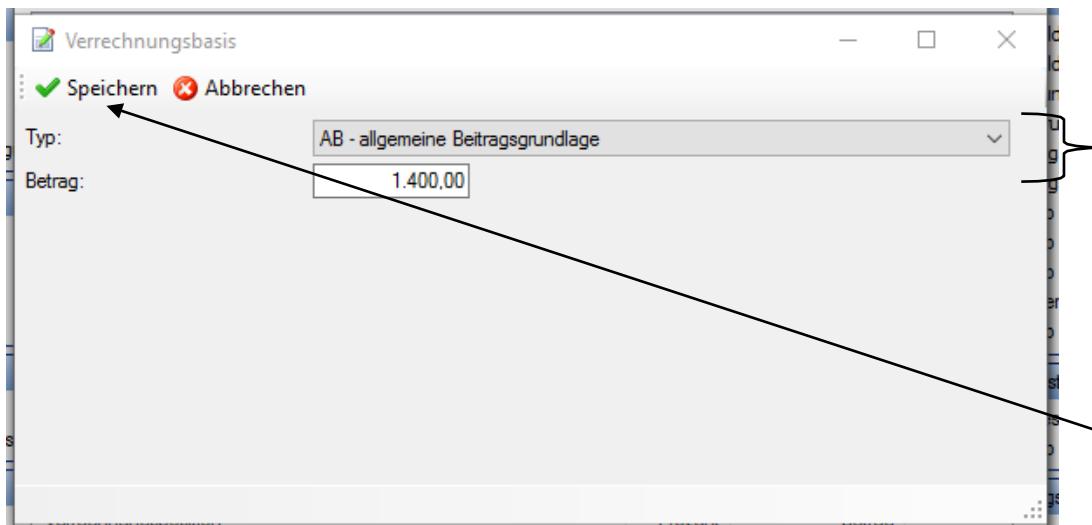


Select the type of assessment basis:

- AB - allgemeine Beitragsgrundlage
- AB - allgemeine Beitragsgrundlage
- SZ - Sonderzahlung
- BV - Beitragsgrundlage zur BV
- SE - Service-Entgelt
- AA - Auflösungsabgabe
- BB - Beitrag zur BV
- UU - Beitragsgrundlage bei unbezahltem Urlaub
- AZ - allgemeine Beitragsgrundlage für spezielle AV-Minderung
- SA - Sonderzahlung für spezielle AV-Minderung
- SO - Beitragsgrundlage DAG fallweise/kürzer als ein Monat vereinbarte geringfügige E
- SW - Differenzbeitragsgrundlage SW-Entschädigung
- EH - Differenzbeitragsgrundlage Entwicklungshelfer
- PA - allgemeine Beitragsgrundlage PV OBB
- PS - Sonderzahlung PV OBB
- SR - Differenzbeitragsgrundlage SW-Entschädigungs-Reduktion

Enter the amount of the assessment basis

NB: [if you need further information on the use of the types of assessment basis, see Chapter D.58 of 'Organisationsbeschreibung für den Datenaustausch mit Dienstgebern' \('Organisational description for data exchange with employers'\)](#) (collection of links).



Fields filled with data from the example case

NB: [if you need further information on the use of the amount of the assessment basis, see Chapter D.59 of 'Organisationsbeschreibung für den Datenaustausch mit Dienstgebern' \('Organisational description for data exchange with employers'\)](#) (collection of links).

Complete the input by clicking on the 'Speichern' ('Save') button. The window will then close.

After closing the input window for the assessment basis, you will be taken back to the mBGM window.

The screenshot shows the mBGM - Selbstabrechner software interface. At the top, there are buttons for 'Speichern' (Save) and 'Abbrechen' (Cancel). Below this, the title 'Test Test' is displayed. The interface is divided into three main sections:

- Tarifblöcke:** A table with columns 'Art' and 'Beschäftigtengruppe'. One row is visible: 'T1 - Tarifblock (ab 1.)' and 'B001 - Arb.'.
- Verrechnungsbasis:** A table with columns 'Verechnungsbasis' and 'Betrag'. One row is selected: 'AB - allgemeine Beitragsgrundlage' with a value of '1.400,00'.
- Verrechnungspositionen:** A table with columns 'Verechnungsposition', 'Prozent', and 'Betrag'. It currently contains no data.

At the bottom right of the 'Verrechnungspositionen' section, there is a 'Hinzufügen' (Add) button, which is highlighted with a red arrow pointing to it from the text below.

You can now enter a corresponding assessment item by clicking 'Hinzufügen' ('Add').

An input window will open for entering the assessment item:



Fill in the '*Prozentsatz*' ('Percentage rate') field

NB: [you will find more information and percentage rates in the special issue \(*Sonderausgabe*\) of DGservice, in the *Arbeitsbehelf* handbook, in the contribution system and in '*Infos zu Verrechnungspositionen*' \(Information about assessment items\) \(collection of links\).](#)

Select the type of assessment item:

- T01 - Standard-Tarifgruppenverrechnung
- T01 - Standard-Tarifgruppenverrechnung
- T02 - Standard-Tarifgruppenverrechnung (Sonderzahlung)
- T03 - Standard-Tarifgruppenverrechnung (unbezahlter Urlaub)
- P01 - Standard-Tarifgruppenverrechnung PV-BGL ÖBB
- P02 - Standard-Tarifgruppenverrechnung PV-BGL ÖBB (Sonderzahlung)
- V01 - Betriebliche Vorsorge
- A01 - Minderung AV um 1%
- A02 - Minderung AV um 2%
- A03 - Minderung AV um 3%
- A04 - Minderung AV um 1,2% (Lg.)
- A05 - Minderung AV um 0,2% (Lg.)
- A07 - WF-Entfall Neugründerförderung
- A08 - UV-Entfall Neugründerförderung
- A09 - UV-Entfall 60. LJ vollendet
- A10 - AV+IE Entfall Pensionsanspruch
- A11 - Bonus-Altfall
- A12 - AV Entfall Pensionsanspruch (IE-freie DV)
- A13 - Entfall AV - Lehrlingssonderfall alt
- A14 - Entfall AV - Lehrlingssonderfall
- A15 - Minderung PV um 50%
- A16 - Entf. UV (NeuFög) Bergbau
- A17 - Entf. UV (60. LJ) Bergbau
- A18 - ALV Entfall - Aktion 56/58 (BKK Wr. Verk.betr.)
- A19 - UV-Entfall 60. LJ vollendet (BKK Wr. Verk.betr.)
- A20 - Anspruch Vorzeitige Alterspension (BKK Wr. Verk.betr.)
- A21 - Reduktion der SW-Entschädigung
- Z01 - Dienstgeberabgabe (PV+KV)
- Z02 - Service-Entgelt
- Z03 - Auflösungsabgabe
- Z04 - BV-Zuschlag bei jährlicher Zahlung
- Z05 - Weiterbildungsbeitrag - AÜG
- Z06 - KV-Beitrag für SW-Entschädigung
- Z07 - Differenzbeitrag Entwicklungshelfer
- Z10 - LK-Umlage für SZ und unbezahltem Urlaub
- Z11 - KV-Beitrag für SW-Entschädigung Lehrling
- Z21 - UF-Beitrag für Beamte der Stadt Wien
- Z22 - Mitversicherung gem. § 51d ASVG - Verrechnung über Dienstgeber

Fields filled with data from the example case

Complete the input by clicking on the '*Speichern*' ('Save') button.
The window will then close.

After closing the input window for the assessment item, you will be taken back to the mBGM window.

The screenshot shows the mBGM - Selbstabrechner software interface. It features three main tabs: Tarifblöcke, Verrechnungsbasis, and Verrechnungspositionen. Each tab has a 'Hinzufügen' (Add) button, which is highlighted with a blue arrow pointing to it from the left. The Tarifblöcke tab shows a single entry: 'T1 - Tarifblock (ab 1.)' under 'Art' and 'B001 - Arb.' under 'Beschäftigtengruppe'. The Verrechnungsbasis tab shows a single entry: 'AB - allgemeine Beitragsgrundlage' under 'Verrechnungsbasis' with a value of '1.400,00' under 'Betrag'. The Verrechnungspositionen tab shows a single entry: 'T01 - Standard-Tarifgruppenverrechnung' under 'Verrechnungsposition' with a value of '39,500' under 'Prozent' and '553,00' under 'Betrag'. At the top of the window, there are buttons for 'Speichern' (Save) and 'Abbrechen' (Cancel).

Click on the 'Hinzufügen' ('Add') button to add another assessment-item input form, such as the unemployment-insurance reduction required in our example.

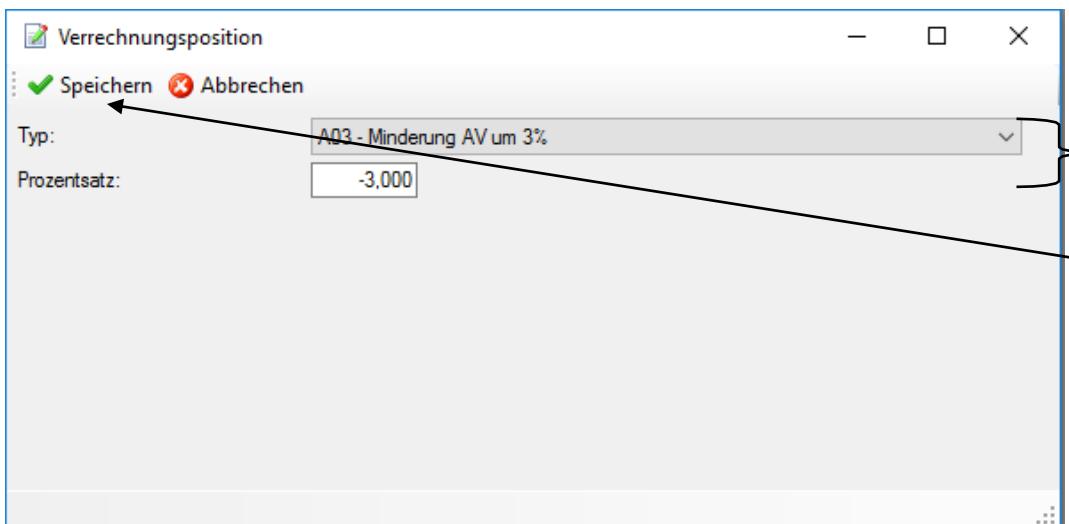
NB: [you will find information on possibly required supplements, surcharges and discounts in the special edition \(*Sonderausgabe*\) of DGservice, in the *Arbeitsbehelf* handbook, in the contribution system, in '*Infos zu Ergänzungen*' \('Information on supplements'\) and in '*Infos zu Verrechnungspositionen*' \('Information on assessment items'\)](#) (collection of links).

An input window will open for entering the assessment item:



Select the corresponding unemployment-insurance reduction (see page 12 for more detailed information)

Enter the percentage rate to be deducted



Fields filled with data from the example case

Complete the entry by clicking on the '*Speichern*' ('Save') button. The window will then close.

After closing the input window for the assessment item, you will be taken back to the mBGM window.

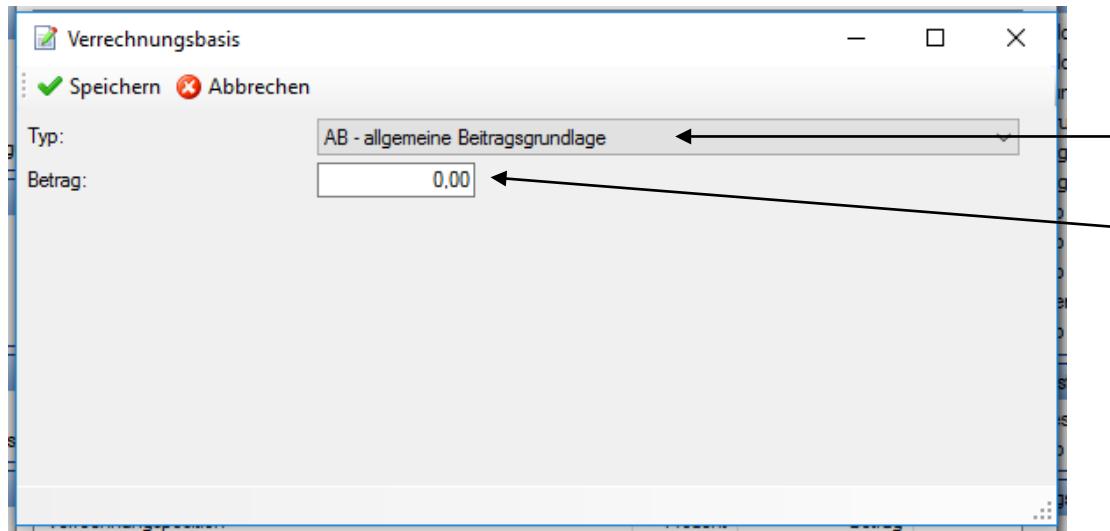
The screenshot shows the mBGM software interface with three main tabs:

- Tarifblöcke:** Shows a list with one item: "T1 - Tarifblock" under "Art" and "B001" under "Beschäftigengruppe".
- Verrechnungsbasis:** Shows a list with one item: "AB - allgemeine Beitragsgrundlage" under "Verrechnungsbasis" and "1.400,00" under "Betrag".
- Verrechnungsposten:** Shows a list with two items:
 - "T01 - Standard-Tarifgruppenverrechnung" with "Prozent" 39,500 and "Betrag" 553,00.
 - "A03 - Minderung AV um 3%" with "Prozent" -3,000 and "Betrag" -42,00.

At the top of the window, there are buttons for "Speichern" (Save) and "Abbrechen" (Cancel). The "Hinzufügen" button is highlighted with a blue border.

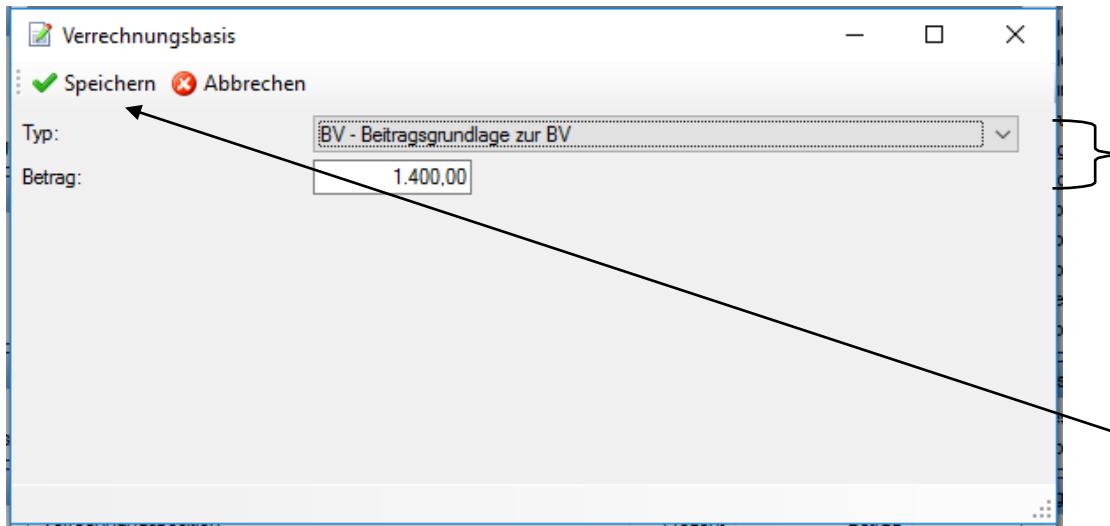
As the example requires a contribution to the occupational pension scheme to be offset, click the 'Hinzufügen' ('Add') button to add another assessment basis.

An input window will open for entering the assessment basis:



Select the type of assessment basis (see page 10 for more detailed information)

Enter the amount of the assessment basis



Fields filled with data from the example case

Complete the input by clicking on the 'Speichern' ('Save') button. The window will then close.

After closing the input window for the assessment basis, you will be taken back to the mBGM window.

The screenshot shows the 'mBGM - Selbstabrechner' application window. At the top, there are buttons for 'Speichern' (Save) and 'Abbrechen' (Cancel). Below this, the title 'Test Test' is displayed. The window is divided into three main sections:

- Tarifblöcke:** Shows a single entry: 'Art' T1 - Tarifblock (ab 1.) and 'Beschäftigtengruppe' B001 - Arb..
- Verrechnungsbasen:** Shows two entries: 'Verrechnungsbasis' AB - allgemeine Beitragsgrundlage with 'Betrag' 1.400,00, and 'BV - Beitragsgrundlage zur BV' with 'Betrag' 1.400,00. The 'BV - Beitragsgrundlage zur BV' row is highlighted with a blue background.
- Verrechnungspositionen:** Shows one entry: 'Verrechnungsposition' V01 - Betriebliche Vorsorge with 'Prozent' 1,530 and 'Betrag' 21,42. This row is also highlighted with a blue background.

Make sure that the corresponding assessment basis is highlighted in the 'Verrechnungsbasen' ('Assessment bases') section.

NB: Assessment item V01 ('*Betriebliche Vorsorge*') ('Occupational pension') is added automatically when you click 'Save'.

mBGM - Selbstabrechner

Speichern Abbrechen

Test Test

Tarifblöcke | + Hinzufügen | Ändern | Löschen

Art	Beschäftigtengruppe
T1 - Tarifblock (ab 1.)	B001 - Arb.

Verrechnungsbasisen | + Hinzufügen | Ändern | Löschen

Verrechnungsbasis	Betrag
AB - allgemeine Beitragsgrundlage	1.400,00
BV - Beitragsgrundlage zur BV	1.400,00

Verrechnungspositionen | + Hinzufügen | Ändern | Löschen

Verrechnungsposition	Prozent	Betrag
V01 - Betriebliche Vorsorge	1,530	21,42

After entering all the necessary assessment bases and assessment items, complete the process by clicking the '*Speichern*' ('Save') button.

After saving the input form, you will be taken back to the mBGM overview.

Monatliche Beitragsgrundlagenmeldung

Referenzwert: ECBM-636826209530814836

Speichern Abbrechen

Art der Meldung: Selbstabrechner

Referenzwert der ursprünglichen Meldung:

Familienname:

Vorname(n):

Versicherungsnummer: XXXXXX oder Referenzwert der VSNR-Anforderung:

Verrechnungsgrundlage: SV-Verechnung und BV-Verechnung mit Zeit in der SV und BV

Summe der Beiträge: 532,42

Tarife bearbeiten...

T1 - Tarifblock

AB - allgemeine Beitragsgrundlage

T01 - Standard-Tarifgruppenverechnung
A03 - Minderung AV um 3%

BV - Beitragsgrundlage zur BV

V01 - Betriebliche Vorsorge

You can check all the data again here.
If the data is correct, close the mBGM overview by clicking 'Speichern' ('Save').

2.5 Package overview – data transmission

The screenshot shows the mBGM - Selbstabrechner software interface. At the top, there are buttons for 'Speichern' (Save) and 'Abbrechen' (Cancel). Below this, the 'Dienstgeber' (Service Provider) is listed as 'Test Test'. The 'zuständiger Versicherungsträger' (Responsible Insurer) is 'NÖ GKK (010135524)'. The 'Beitragszeitraum' (Contribution Period) is set to '1 / 2019' (Month / Year). The 'Paketkennung' (Package Identifier) is 'ECMB-636826209129363839'. A checkbox for 'Jährliche Abrechnung für geringfügige Beschäftigung' (Annual accounting for part-time employment) is unchecked. The main area displays a table of employees:

Name	Vers.Nr.	Art	Betrag
Familienname Vorname	1234567890	Selbstabrechner	532,42

At the bottom, the 'Gesamtsumme:' (Total Amount) is shown as '532,42'.

Once the mBGM overview window is closed, you will be taken back to the package overview. You now have two options:

1. '*Speichern*' ('Save'): Complete the package and release it for submission
2. '*Hinzufügen*' ('Add'): Input more employees and monthly contribution basis reports